



DIY Workshop Event Process for LPCs

Determine DIY Workshop date and approximate number of expected attendees. The DRM, LPC, or event organizer requesting DIY kits for themselves or on behalf of an LPC will email Jim Purcell - (jgpucell@tva.gov) with the DIY event details including the date of the workshop, shipping address, and the number of kits. ***This should be done at least 15 working days before the event.*** The kits will be ordered and shipped to the address provided by the requester. All kits must be stored in a locked area at all times. ○ It is important that an accurate kit amount is requested. Requesting 25 kits and only issuing a few will lead to inventory management issues. During the workshop, the event staff will provide each attendee (at minimum) with a *DIY Workshop Participation* form and *Customer Feedback Survey*. (It is recommended the DIY flyers for “how to caulk” etc. and the *Energy Action Plan - Checklist* be provided as well.) Upon conclusion of the workshop, collect from each participant, the *DIY Workshop Participation* form and *Customer Feedback Survey*. **Upon receipt of the two completed forms, provide the participant with the DIY kit.** Complete the *DIY Participation Card* spreadsheet listing all names and addresses of each participant as recorded by the *DIY Workshop Participation* form. ○ This is for accountability for the kits and will assist in tracking. The spreadsheet will be sent to Jim Purcell by e-mail within 10 working days of the event. LPC is responsible for retaining the completed the *DIY Workshop Participation* forms. Any unused kits will be retained by the DRM or LPC staff for future events. The unused kits should be sent back to the appropriate DRM after one year unless another DIY workshop is planned shortly thereafter. All kits must be accounted for properly. Please note that if there is a 10% loss of kits (kits without proper documentation), TVA may ask for compensation for missing kits. It is recommended that the results of the *Customer Feedback Survey* be compiled and provided to Jim Purcell. (A template is provided on the DIY web site.) Please note that Jim is available to assist with this effort.)

NOTE: for nonprofit agencies providing community workshops and programming for LPCs, the kits need to be ordered through the LPC for proper TVA tracking and reporting measures.